

CAREGIVER BACKGROUND CHECK PILOT QUESTIONS AND ANSWERS

G. General Questions about FBI Background Check System

- G1. What is the difference between a criminal and civil background check? Fingerprint capture and background checks that are conducted by state or local law enforcement agencies (sheriff's offices, police departments, state police, correctional facilities, courts), or federal agencies (FBI, Drug Enforcement Agency, Bureau of Alcohol, Tobacco, Firearms and Explosives) as the result of illegal or alleged illegal activity, are considered to be "criminal" background checks.
- Background checks and fingerprint capture related to employment, licensing, adoption, name changes, and other non-criminal justice purposes are considered to be "civil" background checks.
- G2. How is the national criminal history check completed? For the purposes of the pilot, the national criminal history check is completed by conducting a 10-rolled fingerprint-based search of the Integrated Automated Fingerprint Identification System (IAFIS).
- G3. What is the IAFIS? The Integrated Automated Fingerprint Identification System, more commonly known as IAFIS, is a national fingerprint and criminal history system maintained by the Federal Bureau of Investigation (FBI), Criminal Justice Information Services (CJIS) Division. The IAFIS provides automated fingerprint search capabilities, latent print searching capability, electronic image storage, and electronic exchange of fingerprints and responses, 24 hours a day, 365 days a year. The IAFIS contains the fingerprints and corresponding criminal history information for more than 48 million persons whose records are included in the Criminal Master File. The fingerprints and corresponding criminal history information are submitted voluntarily by local, state, and federal law enforcement agencies.
- G4. How are the fingerprints submitted to the FBI? All requests for FBI criminal background information must be channeled through the designated state agency to the State Identification Bureau (SIB) for forwarding to the FBI. Wisconsin SIB is the Department of Justice.
- G5. Does the FBI background check include international crimes? No, the FBI check does not include international crimes.

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G6. What is the process for correcting an individual's FBI criminal history record information (CHRI)?

An individual may obtain a copy of his/her FBI criminal history record by mailing a written request to the following address:

FBI Criminal Justice Information Services Division
Attn: SCU, Mod. D-2
1000 Custer Hollow Road
Clarksburg, WV 26306

Such request must be accompanied by satisfactory proof of identity consisting of name, date and place of birth, and a set of rolled-in inked fingerprint impressions. Each written request for production of an identification record must be accompanied by a fee of \$18 in the form of a certified check or money order, payable to the Treasury of the United States.

Should the individual believe his/her criminal history record information (CHRI) is incorrect or incomplete in any respect, and wishes to change, correct or update the alleged deficiency, he/she should make application directly to the state criminal history repository that contributed the information. Upon receipt of an official communication directly from the state repository, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency. The FBI CJIS Division will then provide the individual with a corrected copy of his/her CHRI without charge.

For more information about the procedures to obtain and challenge a criminal history record contained in the national database, access the CJIS Division web site at <http://www.fbi.gov/hq/cjisd/fprequest.htm>.